

J. Hammond



DAVID E. JANSSEN
Chief Administrative Officer

County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

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July 17, 2001

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**APPROVAL OF CONSULTANT SERVICES AGREEMENT
FOR THE DEPARTMENT OF MENTAL HEALTH
HEADQUARTERS FEASIBILITY STUDY
(SECOND DISTRICT) (3 VOTES)**

JOINT RECOMMENDATION WITH THE DIRECTOR OF MENTAL HEALTH THAT YOUR BOARD:

1. Approve and instruct the Chief Administrative Officer to sign a consultant services agreement, in a form previously approved by County Counsel, with AC Martin Partners, Inc. to perform a feasibility study for the proposed headquarters building for the Department of Mental Health for a not to exceed fee of \$199,450 effective upon the execution of the agreement by the Chief Administrative Officer.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended action will allow the County to obtain the assistance of professional architectural consultants to perform a study on the feasibility of purchasing or constructing a new building to consolidate the Department of Mental Health's headquarters, central operations and Public Guardian staff. Currently, the headquarters and central operations staff is located at the department's existing headquarters building at 550 South Vermont Avenue and the Public Guardian staff is located at the Hall of Records.

In accordance with the Board-approved Capital Projects Process, the Department of Mental Health submitted to the Chief Administrative Office a Needs Assessment identifying



The Honorable Board of Supervisors
July 17, 2001
Page 2

the primary considerations for requesting the purchase or construction of a new building to house the department's headquarters, central operations and Public Guardian staff. These considerations include:

- the existing headquarters building is inadequate in size for the 797 staff currently assigned to the location;
- the Public Guardian staff's assigned space in the Hall of Records is "stack" space normally used for record storage and is thus unsuitable for a staff work area; and
- anticipated increases in staffing for various department programs will result in an overcrowded and unproductive work environment.

In accordance with the Board-approved Capital Projects Process, we are now recommending that your Board approve and authorize the Chief Administrative Officer to sign a consultant services agreement with AC Martin Partners, Inc. to perform a feasibility study for the proposed project. The feasibility study will confirm the service needs and underlying assumptions identified in the department's Needs Assessment and will include a preliminary space program to meet the confirmed needs. The consultant will develop conceptual plans for meeting the identified needs based upon different configurations and the potential relocation to various County-owned sites, which may include the southern portion of Rancho Los Amigos, the LAC+USC Medical Center campus, and a portion of Eastern Avenue Hill. For each conceptual plan, the consultant will prepare an analysis as to how well the conceptual plan meets the program needs, provide a preliminary cost estimate, analyze related site issues including parking, and identify what activities or services are likely to be impacted if the proposed option is selected.

The Department of Public Works will manage the consultant on behalf of the Chief Administrative Office. A Consultant Services Agreement, in a form previously approved by County Counsel, will be used. It is anticipated that the feasibility study will take 86 days from the issuance of a Notice to Proceed to AC Martin Partners, Inc.

The Honorable Board of Supervisors
July 17, 2001
Page 3

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The recommended action is consistent with the County Strategic Plan Goals for Workforce Excellence and Organization Effectiveness as the study will make recommendations for potentially improving the work environment and internal operations for Department of Mental Health staff assigned to the headquarters, central operations and Public Guardian operations.

FISCAL IMPACT

AC Martin Partners, Inc. will provide the required services for the feasibility study for a not to exceed fee of \$199,450, including basic services in the amount of \$178,798, reimbursable expenses of \$8,152, and cost estimating in the amount of \$12,500. The total cost of the feasibility study, including County costs for administering the contract and managing the consultant, is estimated at \$244,000.

FINANCING

The costs for the feasibility study will be paid by the Department of Mental Health through a Departmental Service Order with the Department of Public Works. Sufficient appropriation is available in the Department of Mental Health's Fiscal Year 2001-02 Services and Supplies budget to fund the cost of the consultant agreement and County services. The study will be fully funded by Sales Tax Realignment revenue included in the Department's Fiscal Year 2001-02 operating budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

A standard consultant services agreement, previously approved as to form by County Counsel, will be used. The agreement will include a clause for termination of services following prior written notice and a renegotiation clause as directed by your Board.

As requested by your Board on August 12, 1997, and as a threshold requirement for consideration for contract award, AC Martin Partners, Inc. is willing to consider Greater Avenues of Independence Program participants for future employment.

The Honorable Board of Supervisors
July 17, 2001
Page 4

AC Martin Partners, Inc. is in full compliance with Los Angeles County Code Chapter 2.200 (Child Support Compliance Program).

CONTRACTING PROCESS

On February 15, 2001, the Department of Public Works issued a Request for Proposals to six firms. On March 5, 2001, three firms responded. The proposals were reviewed by an evaluation committee consisting of representatives from the Department of Mental Health, Department of Public Works and Chief Administrative Office.

As a result of this qualifications-based selection process, AC Martin Partners, Inc. is recommended to provide the required consultant services. This recommendation is based on the overall quality and responsiveness of the proposal, competency, experience, qualifications of the proposed staff, and project-specific work plans that represent the best value to the County.

AC Martin Partners, Inc.'s Community Business Enterprise participation data and three-year contracting history are on file with the Department of Public Works.

As requested by your Board on February 3, 1998, this contracting opportunity was listed on the Office of Small Business website.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

This agreement will not impact any services or other planned projects. As part of the feasibility study, AC Martin Partners, Inc. will be required to identify activities and services that would likely be affected by each capital project development option.

NEGATIVE DECLARATION/ENVIRONMENTAL IMPACT REPORT

This action is categorically exempt under the California Environmental Quality Act (CEQA) as it can be seen with certainty that this action will not have an impact on the environment. Any capital project that may be proposed and approved by your Board as a result of this study will undergo the appropriate environmental review.

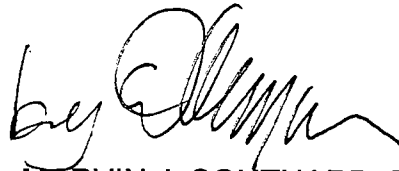
The Honorable Board of Supervisors
July 17, 2001
Page 5

CONCLUSION

Please return one conformed copy of this action to the Department of Mental Health, Department of Public Works and the Chief Administrative Office, Capital Projects.

Respectfully submitted,


DAVID E. JANSSEN
Chief Administrative Officer


MARVIN J. SOUTHARD, DSW
Director of Mental Health

DEJ:SNY
JSE:KW:mda

c: County Counsel
Department of Public Social Services
Executive Office
Department of Public Works